



Controller *John Chiang*

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.

Position:

(5004) Accounting Analyst / Associate Accounting Analyst – Bureau of State Government Reporting

Position #:

051-420-4582-XXX / 051-420-4588-084

Salary Range:

\$3,168 – \$4,906 / \$4,711 – \$5,900

Issue Date:

10/9/2014

Contact:

Sarah Loya, (916) 322-3351

Location:

Accounting & Reporting
3301 C Street, Suite 740
Sacramento, CA 95816

Final Filing**Date:**

October 22, 2014

Application Information:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
ATTN: Sarah Loya

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Applicants are required to submit their college transcripts and/or diploma with the application. Applications without this documentation may be rejected.

Scope of Position:

Under the general direction from an Accounting Administrator I (Supervisor), the incumbent will perform professional accounting and analytical duties necessary to publish the State of California's financial statements. Utilizing a knowledge of Budgetary/Legal Basis state accounting and procedures prescribed by the SCO, a knowledge of Generally Accepted Accounting Principles (GAAP), state laws and regulations, the incumbent will work as part of a team to analyze and consolidate Financial Reports submitted by State Agencies to prepare financial publications issued by the SCO – the Budgetary/Legal Basis Annual Report (BLBAR) and the Comprehensive Annual Financial Report (CAFR). The incumbent will analyze and prepare schedules and notes used in both publications.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

Duties will be commensurate with those at the level for which the candidate is hired

- Compile and analyze state agency financial reports used to produce the State's financial statements to ensure compliance with state Budgetary accounting procedures, state laws, and GAAP.
- Effectively communicate with fiscal and accounting staff at state agencies, state universities, the Department of Finance and the

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Please write “051-420-4582-XXX or 051-420-4588-084” on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

(Statewide)

California State Auditors to resolve specific accounting issues, correct errors, and reconcile financial information.

- Coordinate and/or participate in providing training to state agencies on reporting requirements.
- Work with SCO's Systems Management and Data Guidance to identify and implement new processes for system improvements.
- Participate in the publication of the SCO's BLBAR and other financial reports.

Desirable Qualifications:

- Ability to multi-task.
- Ability to communicate effectively.
- Working knowledge of Microsoft Office Suite applications such as Outlook, Word, Excel, Access and PowerPoint.
- Initiative, tact, and diplomacy.
- Willingness to work hard and learn new tasks.
- Exceptional work ethics.

MISSION:

Protect California's financial integrity while providing transparency and excellent service.

VISION:

Provide stewardship of public dollars while building a forward-thinking culture of continuous improvement and innovation.

The State Controller's Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12